

**FRANKLIN COUNTY  
BOARD OF COMMISSIONERS  
373 S. High Street, 26<sup>th</sup> Floor  
Columbus, Ohio 43215**

**J O B   A N N O U N C E M E N T**

**POSITION TITLE:** Public Information Officer **PCN:** 012003

**REPORTS TO:** Director, Public Affairs **P.R.:** N15

**RESPONSIBILITIES:** Lead speech writer for County Commissioners. Provides planning and implementation of quality productions of public events and communications for the Commissioners. Creates press releases, marketing material, newsletters, public service announcements and other correspondence and informational material. Conducts research and gathers information. Pitches stories to news reporters. Designs, writes, proofreads, edits and submits marketing materials. Gathers information and responds to public records requests. Serves as producer and scriptwriter for on-air legislative sessions. Updates website.

**MINIMUM QUALIFICATIONS:** Bachelor's degree in communications, journalism, public relations or related field with five (5) years of communications, journalism, public relations, or related experience; or any equivalent combination of training and experience. Prefer someone with strong speech and news release writing as well as excellent grammar skills. Two (2) years experience planning news conferences and events for elected officials, CEOs and other high profile individuals preferred. Desire someone with experience working with print, electronic and social media.

**STARTING SALARY:** \$23.09/hour plus a comprehensive benefits package.

**DATE POSTED:** Tuesday, October 18, 2011

**DEADLINE TO APPLY:** Until Position Filled

If interested, please go to [www.franklincountyohio.gov/Commissioners/hr](http://www.franklincountyohio.gov/Commissioners/hr) and apply on-line.

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